

## **ABSTRACT**

The present invention provides for an electronic meeting system and method which facilitates the scheduling and operation of electronic meetings. The present invention also provides for the generation of co-authored artifacts, such as documents, designs, project plans, 5 and the like, which are the direct outcome of the collaborative process via the Internet. In order to more effectively host formal meetings, modified rules of order are implicated based on Robert's Rules of Order in a preferred embodiment. Electronic collaboration can take place in concurrent or non-concurrent time frames, and in centralized or distributed locations, rendering this invention invaluable in the modern field of communication.